

Approved: \_\_\_\_\_  
Approved with changes: \_\_\_\_\_  
Unapproved: \_\_\_\_\_

**Effingham Planning Board  
April 5, 2018**

**Members Present:** Elaine Chick, Theresa Swanick, Paul Potter, George Bull, Gary Jewell, Mike Cahalane (BOS Rep), Gary Dean (Alternate), Grace Fuller (Alternate)

**Others Present:** Gina Deterio, Rebecca Boyden

Meeting called to order at 6:30pm

**Minutes**

Presentation from Karen Deighan, Green Mountain Conservation Group (GMCG): Ms. Deighan presented a Ground Water Model of a Watershed Aquifer and the impact of a contaminant spill and how quickly a spill penetrates the ground and spreads through the layers of Soil.

GMCG is looking for interested Board members to work with other interested Town Officials on an Aquifer Protection Committee, and to attend a Free Pancake Breakfast on May 5th at 8:30 AM at the Ossipee Town Hall. Following the breakfast there will be two Guest speakers: Dr. Robert Newton and Professional Planner, Steve Whitman from Plymouth. GMCG is hoping to expand interest in participation in the Aquifer Protection Committee and will be using this Breakfast and presentation to solicit interested parties to participate.

**Members voted to The Board**

Elaine nominated Theresa Swanick, seconded by Gary to Planning Board Chair. The motion passed unanimously.

Elaine nominated George Bull, seconded by Gary, to Planning Board Vice Chair. The motion passed unanimously.

George nominated Gary Jewell, seconded by Elaine, as the Planning Board Signing Secretary. The motion passed unanimously.

Theresa nominated Gary Dean, seconded by George Bull, as the Planning Board Alternate. The motion passed unanimously.

Elaine nominated Grace Fuller, seconded by Theresa, as the Planning Board Second Alternate. The motion passed unanimously.

**Public Comment**

Fire Chief Randy Burbank came before the Board to clarify the process of safety inspection of Accessory Dwelling Units (ADU) that are to be rented. There was some discussion. The Zoning Ordinance explains the state requirement of a safety inspection of all rental units. The Fire Chief offers this service to the town but is not responsible for enforcement.

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Chief Burbank also informed the Board that there is an upcoming Emergency Operations Plan meeting on Wednesday, April 11 (the first of four meetings) at 6pm. The meeting should be approximately 1.5 hours.

### **Voluntary Merger**

Lois Poster submitted several applications for Voluntary Merger. Ms. Poster acquired numerous small lots in the Abraham Subdivision and is requesting to merge them into larger parcels. Due to conflicts that would eliminate “paper roads” in the subdivision, the Board was unable to act on the requested mergers. The applications will be returned by ZEO Rebecca Boyden, who will explain the issues to Ms. Poster.

### **Zoning Ordinance**

Theresa suggested adding to the Zoning Ordinance cover page the adopted date of the document at the top of the page with the subsequent amendment dates listed below. She also suggested placing the amended date of articles and/or sections immediately after the updated articles or sections. It was recalled that town counsel had said that it was acceptable to add these dates as well as to reformat the document by way of having uniform font and font size and numbering. The signature page for the updated Zoning Ordinance was signed by all members.

A binder will be created for the zoning articles approved by each town meeting since zoning was adopted.

### **Review and approval of minutes**

#### **1/4/18**

Paul made a motion, seconded by Mike to Approve the minutes without changes. The motion passed.

#### **2/15/18**

Line 20.- Add a period after the word amended.

Line 25- Remove the “d” from the word “proposed” so it now reads “propose”

Line 47- change the word “of” to “or” after the word “Chairman”

Line 48- Remove the second “a notice” so that it only reads once in the sentence.

Line 62- Move the words “who shall sign and record the date of receipt” from the end of the paragraph to line 60 before the words “by the close of” and add a comma between the words “receipt” and “by”

Elaine motioned, seconded by Gary, to accept the minutes with changes. The motion passed.

### **Change in roles of clerk**

Theresa informed the changes in the role of clerk to the Board. The clerk is now just recording and typing the minutes of each meeting, with all other duties being shifted to the Board Chair (with the help of other members as needed) for both the Planning Board and the Zoning Board of Approval.

### **Rules of Procedure**

The Rules of Procedure (R.O.P.) will be revisited by Theresa and updated further given the additional administrative procedures for later approval by the Board.

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It was noted that there is going to be a discussion at the following work session to form a committee for the Capital Improvement Plan.

### **Forms and Applications**

The Notice of Merger was updated by Theresa last year. There is one change suggested. The title under the signature line will read "Effingham Planning Board".

### **Voluntary Merger Application**

Line 1- Remove the words "Please read carefully." Rearrange the sentences to read as follows:  
"Incomplete applications will be returned to the property owner for correction, which may cause delays in your project. It is important that you submit all information and fees as required."

After the words "PROPERTIES TO BE MERGED" add a clause in parentheses so that it reads: (list additional properties on the back)

Under the section for the merged property listing, the bullets will read as follows:

- Must include a complete copy of tax card for each lot
- \$50.00 application fee payable to Town of Effingham
- Copy of deed for each lot

Under the line included in the paragraph to insert your name there will be the words "(please print)"

The property owner signature line will now read "Property Owner/Agent or Trustee Signature"

Under Conditions of Approval, first bullet, last word-remove the "s" to read "holder", second bullet-replace the word "structure" with "dwelling"

### **Correspondence**

Theresa informed the Board of the future OSI meeting, Annual Statewide Zoning and Planning Conference. Being held at the Grappone Center on April 28<sup>th</sup> from 8:30am-4:00pm

**Next work session** scheduled for April 19<sup>th</sup>. (Theresa will not be present.)

**Next regular meeting** May 3<sup>rd</sup>

Elaine motioned, seconded by Paul to adjourn. The motion passed.

Meeting adjourned at 9pm